

**Example 5-4.11 – Sample District Director Determination of Claims,  
Major and Minor A Contracts**

STATE OF CALIFORNIA—BUSINESS, TRANSPORTATION AND HOUSING AGENCY

ARNOLD SCHWARZENEGGER, Governor

**DEPARTMENT OF TRANSPORTATION**

DISTRICT NUMBER

ADDRESS

PHONE NUMBER

FAX NUMBER



*Flex your power!  
Be energy efficient!*

**CERTIFIED MAIL RETURN RECEIPT REQUESTED**

Date

Dist-EA

Dist-Co-Rte-PM

Federal Aid Project: FA#

Contractor's Name

Contractor's Address

Subject: Final Determination of Claims

Gentlemen:

District (district number) has reviewed the (number of exceptions) exceptions (claims) that (contractor's name) filed in response to the proposed final estimate. These exceptions total \$ (amount).

Mr. (Name) of (Name of Contractor) and district staff met with the board of review to present claim numbers (BOR claim numbers) on (date). The board of review, at the conclusion of the contractor and district presentations, made its investigation of said claim(s) and has submitted its report and recommendations to me. In addition, claim numbers (non-BOR claim numbers) investigated by district personnel have also been referred to me for final decision. Having considered said information, I determine, in accordance with the authority vested in me under provisions of the contract, as follows:

Claim No. X	Claim Description	\$ (Amount Claimed)
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1. That.....
2. That.....
3. Etc.

Claim No. Y	Claim Description	\$ (Amount Claimed)
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1. That.....
2. That.....
3. Etc.

Summary

The payment of each of the various claims is summarized as follows:

Claim No.	Description	\$ Amount Claimed	\$ Amount Paid
X		\$(Amount)	\$ (Amount)
Y		\$(Amount)	\$ (Amount)
TOTAL		\$(SUM)	\$(SUM)

This concludes Caltrans administration of the claims process. The district will process the final estimate in accordance with this Final Determination of Claims by the district director.

If you wish to pursue this matter further, arbitration is available, as provided in Section 9-1.10, “Arbitrations,” of *the Standard Specifications*. You must file a complaint in arbitration with the Office of Administrative Hearings, Public Works Contract Arbitration Program, 2349 Gateway Oaks Drive, Suite 200 Sacramento, CA 95833-4231, within 90 days of receipt of this final decision. The copy of your complaint must be served on the Chief Counsel, Legal Division, Department of Transportation, MS 57, 1120 N Street, Sacramento, CA 95812.